



Job Title	Homelessness Prevention and Response Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	15642

Class Specification – Homelessness Prevention and Response Coordinator

Summary Statement:

The purpose of this position is to coordinate the City's contributions to the regional effort to prevent homelessness, to coordinate responses to issues or needs that arise from people experiencing homelessness and to serve as the City's liaison between the Continuum of Care, the Colorado Springs Housing Authority, the El Paso County Housing Authority, the El Paso County Department of Public Health, the El Paso County Department of Human Services, other community service providers, other City departments and divisions, various institutions, landlords, client advocates, and community groups to better identify, engage, and transition those experiencing homelessness to appropriate services and, ultimately, permanent housing and to coordinate appropriate response to issues or needs that arise from people experiencing homelessness. This position will report to the Neighborhood Services Manager and will work closely with the Housing and Urban Development Programs Administrator. Supervision may be exercised over a small number of professional and clerical staff.

Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Coordinates the City's contributions to the regional effort to prevent homelessness and coordinates City responses to issues or needs that arise from people experiencing homelessness. Evaluates best practices, identifies and assesses operational improvement opportunities at different departments or agencies, provides project management assistance, attends program, organizational and outside community meetings, represents and acts as a liaison to community organizations and service providers. Represents the City on community, city, and county boards. Keeps elected leaders informed on issues relating to homelessness. Responsibilities will include holding meetings, media conferences, and responses to inquiries from various forms of media.
10%	Makes recommendations for the use of Housing and Urban Development grant funds with a mandate to address homelessness, and ensures compliance with grant regulations including providing oversight of sub-recipients to ensure compliance with regulatory mandates and to ensure that services provided are achieving the goals and



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	objectives of the funding. Interprets Local, State, and Federal policies and regulations, provides guidance and training, and ensures compliance where necessary.
20%	Prepares, updates, and maintains resource documents relative to the City's homelessness prevention and response.
20%	Plans, coordinates and evaluates the work of staff, as applicable. Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply



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technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, community development, social sciences, or other specifically related field.

Experience: Five years of full-time professional with program experience with a large scale, complex program to include two years of lead or supervisory experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.



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Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Phones, fax, scanner, copier, personal computers and other standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office Suite.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: March 2017